COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
1111 E. BROAD STREET, 6th Floor
P. O. BOX 1199
RICHMOND, VIRGINIA   23218-1199

CONTRACT AWARD
OPTIONAL USE

1. DATE ....March 28, 2008

2. COMMODITY NAME .... Calculators, Desktop - Commodity # 60016

3. CONTRACT NUMBER... E194-552-08

4. CONTRACT PERIOD ....April 1, 2008 – March 31, 2010

5. SUPERSEDES 6001601-70

6. AUTHORIZED USERS ....State Agencies and Other Public Bodies

7. CONTRACTOR..S & K Office Product, Inc. (S,W)
   .... 219 East Church Street
   .... Martinsville, VA   24112
   .... Cindy Summit

8. CONTRACTORS' PHONE NUMBER ....Phone: (276) 632-2401
   .... Fax: (276) 632-9225
   ....e-mail: skoffice@kimbanet.com
   .... DUNS # :   115258709

9. TERMS.. Small Purchase Card or Net 30 days -

10. DELIVERY .... 7 Calendar Days ARO

11. F.O.B...Destination

12. MINIMUM ORDER .... One (1) Unit

13. FOR FURTHER CONTRACT INFORMATION CONTACT: Chris A. Nichols
                                                                                                  Phone (804) 786-3849
                                                                                                  Fax (804) 786-0223

14. ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES MAY BE VIEWED AND PRINTED AT THE DPS WEBSITE: www.eva.virginia.gov

15. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program.   It is an OPTIONAL use contract for all public bodies.

16. **Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

By: _____*Chris A. Nichols*_____
       Statewide Commodity Contract Officer

INSTRUCTIONS

1. <u>AGENCY PURCHASE ORDERS</u> will be submitted to the Contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by the agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.

   Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions
   of the Commonwealth of Virginia will order items/services through eVA to the maximum extent possible or by issuing their own   purchase order form.

2. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.

3. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, institution Virginia city, county, town or political subdivision.

4. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Complaint form (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, can be downloaded from the APSPM - Annex 10-H.

5. <u>Renewals</u>: There are three (3) one year renewals remaining on this contract.   The decision as to whether to exercise the renewal option will be made by the contract officer approximately 90 days in advance of the expiration date to the current term.

6. <u>Price Adjustments</u>. During the current term of the contract, price escalation may be allowed every <u>365</u> days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. A Notice of Contract Change will be posted on the eVA website.

7. **<u>WARRANTY</u>**: The Contractor shall provide a warranty for the entire system against defective materials, workmanship and performance for a period of **<u>One (1) year</u>** from the date of acceptance of the installation, excluding vandalism. Contractor hereby agrees to furnish, without cost to the Commonwealth of Virginia, all labor, materials and transportation both ways for replacement of all parts and materials which are found to be defective during the warranty period. Warranty response shall be made within **<u>32</u>** hours on Agency working days. Warranty repairs shall be made within **<u>7</u>** calendar days after notification by owner. Repair and replacement parts shall be readily available for at least **<u>five (5)</u>** years following acceptance of the equipment.

Calculator, Desktop – 12 Digit
One Memory, 2 ¼" Tape

Item 0020   Monroe 6120 $43.00 each

Calculator, Desktop – 14 Digit
Two Memory, 12 Digit Print, 2 ¼" Tape

Item 0060   Sharp CS-4194H $95 each

Calculator, Desktop – 14 Digit
Two Memory, 14 Digit Print, uses 2 ¼ or 2 ¾" Tape

Item 0080   Monroe 7150 $87 each

Warranty: 1 full year Warranty – Parts and Labor

The Monroe 6120

Monroe 6120

No Compromise on performance

The Monroe 6120's full 12-digit entry and calculating capacity gives it the muscle to cope with today's and tomorrow's office needs. It places a wide array of productivity-oriented features at your fingertips - such as Percent Change, Mark-up, GT, Tax and a 4-key Independent Memory - making it the intelligent choice for a wide variety of calculating needs.

A keyboard designed to make your job easier

The keyboard arrangement of the 6120 is typical of Monroe's effort to make data entry, simple, fast, and as error-free as possible. Adding machine controls are placed on the right of the numeric keypad and calculator controls are to the left, making it easy to use them independently or together.

Standard Features

Automatic Constants for times and divide. This time saving feature eliminates the need of repetitively reentering a figure which remains constant in a series of calculations involving, multiplication, division or percent.

Automatic Tax computation. Simply set the rate and automatically compute the amount of tax and price after the application of tax. Or compute the amount of tax and net price of the item before the application of tax.

Automatic Group and Grand Total. Group and Grand Total allows you to arrive at your first group of totals and automatically store them in the grand total memory. Then to arrive at the Grand Total, just depress the GT key, and you've automatically got your answer.

Supplies:

Ribbon: Monroe P65M (black/red twin spool)
Paper Roll: Monroe MA40187 (2 1/4" roll
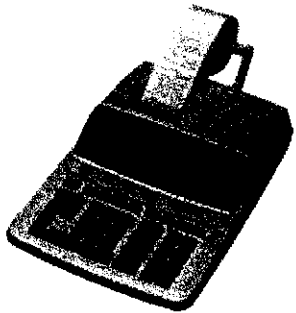
Specification

Calculating Capacity	12 digits
Print Speed	3.6 lines per second
D/PD Switch	Display only or Print/Display
Memory	4 Key Independent Memory
Decimal Settings	+, F, 0, 1, 2, 3, 4
Output	Fixed or floating
Input	Floating
Buffer	7 level keyboard buffer
Rollover	2 keys
Dimensions	8.5"(W) x 11"(L) x 2.75"(H)
Weight	3.8lbs.
Power	110V AC, 50/60 HZ
Operational Environment	41° F (5° C) at 10% relative humidity 104° F (40° C) at 95% relative humidity
Storage Environment	-40° F (-40° C) to 158° F (70° C)

Additional Features

- Repeat Add/Subtract	- Change Sign
- Underflow	- Print/Display or Display
- Non-Add/Date (#/D)	- Percent Change
- Sequential Calculations	- Tax, Tax+, Tax-
- N Count	- MU/MD
- Back Space/Correction	- Grand Total (GT)
- 3 Position Rounding	- Percent, %+, %-

MONROE
THE CALCULATOR COMPANY™

47 Runway Drive, Suite G
Levittown, PA 19057

SHARP.

CS-4194H | Calculators

This 14 digit business calculator with 2 independent addressable memories comes equipped with a large and easy-to-read display. Plus, the CS-4194H stores and calculates tax with one key while quickly and accurately computing tax and merchandise cost on returned goods.

Features

- **Comfortable Cylindrical Step-sculptured Keys**
  are keys shaped for fast and comfortable operation. Extra ease is provided by contoured Plus/Equal and Minus/Equal keys.
- **Quick and Crisp 2-Color Printing**
  enables you to print 14 numerals, 2 symbols, and 3-digit punctuation at a speedy, approximately 4.8 lines/sec. in 2 colors (positive numbers in black, negative numbers in red) on standard size paper rolls.
- **Grand Total**
  adds the grand total of several calculations such as the total prices times units on an invoice.
- **2 Independent 4-Key Memories**
  simplify many business calculations. Also included are memory clear, recall, plus, and minus entry keys.
- **Item Count Mode**
  keeps track of the number of entries made, simplifying average-calculations.
- **Large Display**
  14.0 mm fluorescent blue display with automatic 3-digit punctuation
- **Additional Features**
  include a MU (Multiple Use) key that simplifies calculations, saving time and increasing efficiency by handling functions like margin, markup, selling prices, costs, percent changes, calculations, etc.

Specifications

Calculation Digits	14 digit
Power Source	AC: 120V 60Hz
Display	Fluorescent blue display with automatic 3-digit punctuation
Decimal Point	Floating (F)/fixed (6-4-3-2-1-0)
Signs and Indicators	Minus sign, two independent memories, grand total memory and error indicators
Operating Temperature	32 - 104 degrees F (0-40 Celcius)
Dimensions	9 27/32"(W) x 13 19/32"(D) x 3 1/16"(H)
Weight	Approx. 4.41 lbs.
Accessories	Operation manual, paper roll and ink ribbon
Printing Colors	Black/Red
Printing Digits	14 numbers - 2 symbols
Printing Paper	2-1/4" (57mm) - 2 9/32 (58mm) (width), 3-5/32" (80mm) (diameter)

MONROE'S
7150

INCOMPARABLE HEAVY DUTY CALCULATOR

☑ **Super quick responsive keyboard!**

☑ **Larger, Brighter "Easy Read" Display!**

☑ **Unique "Paper Saver Mode"!**

The Monroe 7150 Calculator

A new standard for heavy-duty desktop calculators. Like all Monroe calculators, the 7150 calculator comes with a built-in feature no other machine can offer: years of experience dating back to 1912. Experience gained by decades of listening to customers, analyzing calculation needs, and then designing and building machines that answered those needs.

Uncompromising Performance
Fingertip availability of a wide array of productivity oriented features make the Monroe 7150 the intelligent choice for today's needs and future demands.

Legendary Durability
Monroe's 7150 calculator continues the time-honored tradition of exceptional reliability and longevity made possible by solid construction and quality parts.

Purposeful Innovation
Our unique internal paper roll prolongs printer life and reduces costly repairs and downtime caused by printer failures while maintaining a sleek aesthetically pleasing profile.

Fast
A 5.0 lines per second print speed assures results are available quickly.

Specification

Calculating Capacity	14 digits
Print Speed	5.0 lines per second
Print Height	.12"/3 mm
Print On/Off Switch	Simultaneous print & display, or display only
Paper Advance Speed	13 lines per second
Independent Memory	2
Decimal Selector	+, F, 0, 1, 2, 3, 4, 6 with decimal override
Output	Fixed or floating
Input	Floating
Keyboard	15 level buffered
Rollover	2 keys
Dimensions (inches)	9.5" (W) x 15.3" (D) x 3.7" (H)
Dimensions (millimeters)	241 mm (W) x 388 mm (D) x 94 mm (H)
Weight	4 lbs. 14 oz./2.19 kg
Power Requirements	115V AC, 50/60 Hz (Standard) 220V AC, 50 Hz (Optional)
Operational Environment	41° F (5° C) at 10% relative humidity 104° F (40° C) at 95% relative humidity
Storage Environment	-40° F (-40° C) to 158° F (70° C)

Special Features

- Price/Price Mode
- Price/Units Mode
- Units/Units Mode
- Summations (x & totals)
- Running Subtotal on Printer
- Two-Column Addition
- Black/Red Spool Ribbon or
- Black/Red Ribbon Cartridge

- 2 ¼" Paper Tape
- Set Round Option to Truncate
- Set Round Option to Round Up
- Set Identifier for Each Entry
- Variable Add Mode
- Nickel Rounding
- Paper Saver Mode

MONROE THE CALCULATOR COMPANY

47 Runway Road, Suite G
Levittown, PA 19057-4738

Additional Features

Larger Easy-to-Read Display. Used in conjunction with, or independent of printed output.
Automatic Punctuation and Grouping. For hundreds, thousands, etc.
Non-Add/Date Key. Four function ability: 1) date format with space between month, day and year, 2) non-add entry, 3) store and recall the date or an amount, or 4) override display to print amount.
Automatic Blank Line Spacing. Subtotals, totals and results (Paper Saver mode disabled).
Automatic Clearance. When turned on, an indication prints showing all registers are cleared.
Instant Printer Shutdown.
Audit Trail Printout. Matches keytop symbols.
Error Indication. Prints when a mathematically impossible operation is attempted, such as dividing by zero; automatically clears only the affected register.
Red Print. All credit entries and negative results.
Storage. Accumulator, GT Register, 2 Memory Registers, 4 N-Count Registers, Calculator Register and #/Date Register.
Independent Group & Grand Totals. Addition/subtraction totals and multiplication/division results.
Square Root Function.
Percent Key. Add-on and discount capability.
Extended Capacity. Amounts print in scientific notation format, ie., 5,000,000,000,000 (5×10^{12} prints as 5.00000000000 12.)
Indicator Lamps. Accumulator, GT and Memory Registers.
Clear Accumulator Indicator. Unique symbol *+ for addition *- for subtraction that prints with the first entry into the Accumulator.
Electronic Keyboard Interlocks. Prevents double entry when two or more keys are depressed simultaneously.
Overflow Indication. Prints when any numeric entry or result exceeds the capacity of any register. Automatically clears only the affected register.
Underflow. Results contained in a combination of whole or decimal digits; the decimal point will shift right, regardless of the decimal setting in order to show the 14 most significant digits
Reverse Underflow. Fractional results smaller than the decimal setting; the decimal shifts to the left to accommodate as many fractional digits as possible.
Keyswitches. Designed for long life, high reliability, protection against double entry, speedy operation.
Internal Paper Roll. Protects paper tape from tearing, dust, feathering, obstruction, etc.
Markup
Percent Change
TAX
N-Count with N-Count Correction
5/4 Rounding
Constants. Multiplicand and Divisor.
Repeat Addition and Subtraction
Sequential Calculation Indicators
Backout Key. Deletes live digits in the display one digit at a time.
Positive and Negative Accumulation. Multiplication and division results.
Units/Price Mode. Decimal at Add Mode (+), allows operator to enter units and prices without worrying about depression of decimal key for dollars and cents.
Paper Saver Mode. Turn off all additional blank spacing except for a single additional space after a depression of the Total Key.